

## Student and Volunteer Placements

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### Introduction

N/A

### Purpose

N/A

### Legislative Authority

N/A

### Policy Definitions and Interpretation

N/A

### Policy

The health unit acknowledges the mutual benefit of providing students and volunteers with the opportunity to apply their skills and gain practical experience in a public health setting.

Service Area Directors or designates are responsible for identifying opportunities for placement within their respective portfolios and for ensuring that work experiences are designed to mutually benefit the individual and the agency.

Human Resources will keep a standard file of any student or volunteer requests for access by the Service Area Director or designate.

For every placement, a formal contract between the volunteer or the placement agency and the health unit will be developed delineating the expectations of each party and signed by the appropriate authorities. Any student or volunteer accepted into a placement is assigned an agency preceptor.

Students and volunteers are an adjunct to paid staff and are not intended to replace staff in existing programs: their volunteer work enhances and extends the services offered by the health unit.

### Procedures

#### A. Volunteer/Student Initiated Request

1. Requests for student or volunteer placements are directed to the Human Resources Coordinator.
2. The Human Resources Coordinator reviews placement requests to determine the goals and objectives of the placement and the fit with a potential health unit placement.
3. The Human Resources Coordinator contacts the appropriate service area contact(s) to determine appropriateness of placement and the ability of the service area to take on the responsibility at that time.
4. If there are no opportunities for placement, the Human Resources Coordinator notifies the individual or institution requesting placement and retains the request on file for a period of 6 months.
5. If a service area is interested in a placement, the Human Resources Coordinator forwards the details including contact information to the service area contact.
6. The service area contact or designate links with the individual or placement agency to determine the details of the placement and develops a contract detailing the expectations of all parties.
7. The contract is forwarded to Human Resources Coordinator for review to ensure issues related to Human Resources including application of human resources policies are appropriately addressed.
8. The Human Resources Coordinator returns the contract to the service area.
9. The service area director signs the agreement on behalf of the agency and ensures the contract is also signed by all other parties to the agreement.
10. The original signed contract is forwarded to the Human Resources Coordinator and retained on file. A copy of the contract is retained on file with the service area for reference.
11. The service area director or designate assigns a preceptor for the placement and ensures the terms of the contract are met.

**B. Service Area/Agency Initiated Request:**

1. The Service Area Director or designate will contact Human Resources Coordinator with details of the placement required.
2. Human Resources Coordinator will review the standard file of requests for potential candidates and forward the information to the Service Area Director or designate.
3. The Service Area Director or designate is responsible to link with an individual or placement agency concerning the details of the placement and development of the contract detailing the expectations of all parties.
4. The contract is forwarded to Human Resources Coordinator for review to ensure issues related to Human Resources including application of Human Resources policies are appropriately addressed.
5. The Human Resources Coordinator returns the contract to the service area.
6. The Service Area Director signs the agreement on behalf of the agency and ensures the contract is also signed by all other parties to the agreement.

7. The original signed contract is forwarded to the Human Resources Coordinator and retained on file. A copy of the contract is retained on file with the service area for reference.
8. The Service Area Director or designate assigns a preceptor for the placement and ensures the terms of the contract are met.

### **C. Where a Contract Exists**

1. The Service Area Director or designate will notify Human Resources Coordinator of the intent to renew the current contract.
2. The Service Area Director signs the agreement on behalf of the agency and ensures the contract is also signed by all other parties to the agreement.
3. The original signed contract is forwarded to the Human Resources Coordinator and retained on file. A copy of the contract is retained on file with the service area for reference.
4. The Service Area Director or designate assigns a preceptor for the placement and ensures the terms of the contract are met.

### **D. Role of Preceptor/Mentor**

Every student or volunteer placed at the Health Unit will be assigned a preceptor.

The preceptor will act as a mentor to the student or volunteer by fulfilling the following responsibilities:

1. Facilitate opportunities for learning.
2. Serves as a role model of excellence in his/her public health role.
3. Review agency and student/volunteer goals and assist in setting goals that are achievable, relevant and appropriate to public health practice.
4. Maintain communication with the student/volunteer and faculty advisor, where applicable, for the purpose of ensuring that professional and agency standards are met.
5. Review expectations related to confidentiality and release of information.
6. Provide ongoing feedback related to success in meeting established goals.
7. Serve as a resource regarding the community and public health issues.
8. Encourage and facilitate the appropriate use of agency resources.

#### ***Preceptor Selection:***

The program manager appoints preceptors based on the following selection criteria. In addition, the program manager provides ongoing consultation to support the preceptor in his/her role and evaluate the preceptor/student match.

A preceptor will:

- Be a member of the SMDHU staff for a minimum of one year
- Have demonstrated competence and consistent compliance with professional expectations
- Have demonstrated ability to articulate and role model agency mission, vision and values

***Related Policies***

N/A

***Related Forms***

N/A

***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History:

September 2010 Policy re-numbered, previous number C3.010